TEXAS EDUCATION AGENCY

Division of Educator Standards

Student Records Monitoring Checklist

Name of Program:

County-District Number:

Current Enrollment Number of Candidates

Number of Student Records Reviewed:

Reviewer(s):

Date:

Identification of various students:
Late Hires (LH); Last Yr. (LY completers); Teacher Aide Exemption (TAE); Transfer Student (TS)
Other Class cert. – Prof. Certificate (Principal (Pr.), Superintendent (Sup.), Counselor (Co.), Librarian (L.), Master Teacher (MT); Ed Diag. (ED); Reading Specialist (RS)

Legend: ***Available*** **=** Y ***Not Available*** **=** X ***Electronic*** **= E** ***Not Applicable = NA***

Last Name	Type of candidate	Application	Enrollment Info	Transcript /GPA	Basic Skills Scores	Oral Comm. Skills	Start Date	30 hr. Field Exp.	First Contact	Obv. – First Yr.	Obv. 2nd Year	Obv. 3rd Yr	Ethics Letter (Optional)	PACT	Out of Country	TOEFL	District Training

Comments:

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Comments:

Guidelines for Review: 1-10 students = review all student records; 11-200 students = review 20 student records
(**Review Rule - 75%** from current year/**25%** from previous year); 201-500 students = review 30 student records or until pattern is established. The lead program specialist will make the decision if more student records need review.